



## Letter of Award Distinguished Service Medal



To: Kiley Friesen  
From: Craig N. Meidl, Chief of Police  
Date: August 31, 2022  
Re: Distinguished Service Medal

Captain Tom Hendren nominated you for the Distinguished Service Medal. The Distinguished Service Medal (DSM) is awarded to employees who have demonstrated outstanding sustained and exemplary performance along with diligence and devotion to duty. The performance should exceed normal demands required or expected over an extended period of time. When the Special Awards Committee reviewed this nomination, it was clear that you are most deserving of this award. In his nomination, Captain Hendren included:

"Since my arrival at the investigative building, I have learned that there is one person that is nearly impossible to replace in our operations; that is, of course, Kiley Friesen. I have relied on her as a resource on a continual basis. Each of the unit commanders and supervisors also rely on Kiley for a multitude of reasons critical to operations. She has more institutional knowledge and experience in the investigative division than any of the supervisors. Kiley's work product has been considered superior by investigative unit commanders for several years.

Kiley performs a number of critical tasks. She serves as a supervisor of another critical civilian position. Kiley is the primary purchaser for our division. She manages the operational and capital budget expenditures. Kiley manages the scheduling, arranges travel, and manages the budget for the outside training for the entire division. Kiley manages the confidential fund accounts. Kiley coordinates the transportation of prisoners who have been arrested outside of our jurisdiction. She also is the primary contact and coordinator for our contract service providers utilized by the division. This list is just a portion of her overall duties. It is only due to her competence and experience that she is able to perform all of these duties at such a high level.

For several years, there has been a need and a desire by leadership at Gardner, to upgrade the facility. The solution required remodeling significant portions of the facility, reorganizing work stations throughout the building, and purchasing cubical walls and furniture for the newly designed work station. In order to accomplish this endeavor, Kiley was basically placed into the role of a project manager. This upgrade was nearly a full time job. Kiley performed this role of project manager while continuing her numerous other tasks. This required her to work long hours and overtime on days off to complete this project.

This process began when I first arrived in January of 2021 and we are nearing the completion of this upgrade. The layout of the facility and overall appearance is exponentially more professional and functional. The remaining parts of the upgrade that need to be completed are only on hold due to funding. Kiley, however, has developed the plan, with all of the necessary logistics, to complete this project as soon as there is funding. This project could not have been done without Kiley. She had the institutional knowledge and skills necessary to navigate a challenging system to move from the planning stage to a completed project. The department is truly blessed to have someone as capable as Kiley as part of our team. This effort, along with her consistent, superior performance of her regular duties, is worthy of recognition."

Kiley, I am proud to present you with the Distinguished Service Award. You will be awarded the Distinguished Service Medal during the annual Employee Awards Ceremony. A copy of this document will be placed in your personnel file.

A handwritten signature in black ink, appearing to read "Craig Meidl".

Craig Meidl  
Chief of Police